

Board of Selectmen  
Minutes of 11/24/03  
Approved 12/08/03

I. Call to Order.

The meeting was called to order by the Chair, Lloyd Sullivan at 7 p.m. There were present Jenifer Landman and Paul Cuetara, Selectmen, Michael Pardue, Town Administrator and NormaJean Fowler, Recording Secretary.

II. Selectmen Items

A. Public Oath of Office- Mr. John Scippa- Police Lieutenant.  
Delores administered the Oath of Office to Police Lieutenant John Scippa.

Chief Page gave a brief history of Mr. Scippa. Mr. Scippa started out as a paramedic, having graduated with an Associates Degree in Emergency Medicine. He has a Bachelors Degree in Sociology and a Masters Degree in Criminal Administration. He worked for the Rye Police Department, starting out as an officer and went on to become a Patrol Sargent. The BoS congratulated and welcomed Lieutenant Scippa.

B. Bid Opening- Electrical Service Project

Mr. Pardue explained to the BoS that three bids were received, but that only one was in compliance with the request for sealed bids, the other two coming by fax transmission. The bid that was in compliance was from Ramsdell Electric of Greenland for the sum of \$13,400.00.

Mr. Sullivan went on to explain that the electrical service project is for correcting a situation where the Town Offices have two services and we are only required to have just one for safety reasons, so this bid is to correct that situation and have one electrical service entry on the buildings.

Ms. Landman requested that Mr. Pardue review the bid with the Building Inspector to make sure it was in compliance with the specifications.

Mr. Sullivan explained that the bid received was within the budgeted amount for the work.

Mr. Cuetara made a motion to accept the bid from Ramsdell in the amount of \$13,400.00 once it had been reviewed and found to be in compliance with the specifications. Ms. Landman seconded the motion.

VOTED: To accept the bid from Ramsdell in the amount of \$13,400.00 once it had been reviewed and found to be in compliance with the specifications.. 3-0.

### C. Streambank Stabilization Project- Award of Bid

Mr. Sullivan explained that the bids had been opened at the last meeting and that it was tentatively awarded it to the low bidder pending research that they were qualified to perform the work and he asked Mr. Pardue if the research had been done.

Mr. Pardue stated that the research related to the qualifications of the low bidder had had been conducted by both himself and the building inspector. Mr. Pardue stated that all references were very complimentary of the work performed by T. Ford Company. Mr. Pardue stated that in particular the Massachusetts DEP, which was contacted for a reference, was very complimentary of the work performed by said company. The DEP specifically cited T. Ford Company's timeliness, their ability to accept change orders and their overall project management. Mr. Pardue, based upon his research, recommended T Ford Company of Georgetown, MA to perform the streambank project at the bid price of \$31,600.00.

Mr. Sullivan stated that they were voted at the last meeting pending this research, so we accept that bid.

### D. "Recycling Makes Cents" Progress Report- Mr. Jeff Church and Ms. Laurel Pohl

Mr. Church and Ms. Pohl made a computer presentation of the benefits of recycling using the recycling center. The key points of the presentation were as follows:

**Tipping Fees-** The Town of North Hampton is being charged \$55.69 per ton in tipping fees.

**Curbside Recycling-** The materials being picked up by curbside recycling are being sold by the hauler and the profit is being retained by the hauler. The Town of North Hampton does not receive any revenue from the sale.

**Drop Off Recycling-** Materials brought to the Recycling Center are sold on the secondary materials market and the Town retains the profit.

They went on to present figures on what it costs the Town when people don't recycle. The examples are as follows:

#### **Newspaper Example- 3 Hampton Unions Per Week**

If 29% of the households and business in town do not recycle their newspapers, it represents 90 tons of material being deposited in the landfill for a tipping fee of \$4999.00. If those newspapers were recycled through the Recycling Center and sold on the secondary materials market, the Town of North Hampton would realize revenue

of \$6,283.00 and save the tipping fee, for a total of \$11,281.00

### **Cardboard Example- 50 Small Boxes a Week**

If 29% of the businesses in town recycled 50 small boxes a week the revenue to the town would be \$2,757.00 and the tipping fee saved would be \$2,362.00 annually for a total of \$5,119.00.

### **North Shore Mix**

North Shore Mix is paper: glossy inserts, junk mail, catalogs, paperboard etc.

If 29% of the households and businesses recycled 10 pounds of North Shore Mix 224 tons of material would be removed from the waste stream going to the landfill. The potential revenue to the Town of North Hampton would be \$10,883.00 and the savings in tipping fees would be \$12,496.00 for a total of \$23,379.00.

Mr. Church asked the BoS to provide citizens with information regarding recycling, the Recycling Center and to support programs that would increase recycling.

Mr. Church invited interested parties to attend the meetings scheduled for December 3 and December 16<sup>th</sup> at his office at 24 Stickney Terrace in Hampton.

### **E. Conservation Commission- Land Acquisition- Bond Anticipation Discussion**

Mr. Gordon presented the BoS with two proposals. The first is a donation of land from Dorothy Adams at Walnut and Lovering Streets. This is to be given to the Town at no cost. The second is a Conservation Easement to the Town from the prospective purchaser on Maple Road, also at no cost to the Town.

Ms. Landman questioned the loss of tax revenues.

Mr. Cuetara was in favor of the conservation easement but had concerns regarding restrictions on the use and access of the property. Mr. Gordon explained that the landowner would retain the rights. He asked what type of property it was. Mr. Stanley stated that it was a fairly large parcel of wooded land.

Ms. Landman asked about covenants contained in the easement. Mr. Gordon stated that it had the standard covenants, no dumping, no development and access to the property would be at the grantor's permission.

Mr. Cuetara made a motion to accept the conservation easement. Ms. Landman seconded the motion.

VOTED: To accept the conservation easement. 3-0

Mr. Cuetara made a motion to accept the warranty deed for property on Lovering Road adjacent to land the Town owns.

VOTED: To accept the Warranty Deed to property on Lovering Road, Tax Map 18, Lot 64, 1.2 acres more or less. 3-0

#### F. Appointment of Representative to Rockingham Planning Commission

Mr. Sullivan stated that the BoS would follow the recommendation of the Planning Board regarding the appointment of a representative to the Rockingham Planning Commission.

Mr. Cuetara made a motion to appoint Bob Landman as the Town's Representative to the Rockingham Planning Commission. Ms. Landman seconded the motion.

VOTED: To appoint Bob Landman as the Town's Representative to the Rockingham Planning Commission. 3-0

#### G. Review of Tax Collector's Annual Budget

Mr. Sullivan stated that at the last meeting the BoS reviewed the Town Budget and the Tax Collector has asked, and I agreed, that we review particularly under the salary status of the Tax Collector, which was by consensus held at a flat rate, with the current budget. We were required to put in an Assistant Tax Collector for a salary in the amount of \$3,000.00, which shows up in that budget. I would ask the BoS to reconsider the Tax Collector's salary to show at least a COLA increase in that budget, and I will open it up to discussion if anybody has a comment on that.

Ms. Landman stated that the law has required that we have a Deputy Tax Collector, and she believes that the salary comes out of the Tax Collector's salary to pay for that Deputy. She stated that it has been broken out into two line items but in a sense you're increasing it \$3,000.00 already, and that particular line item has grown quite a bit over the last five years, and in addition health insurance and retirement and dental was added, so she thinks that increasing it \$3,000.00 for the Deputy is sufficient, but is open to arguments on the other side.

Mr. Sullivan stated that he believes it has been pretty standard throughout the budgeting process that all Town employees are reviewed on an annual basis and a COLA increase is generally applied to both contractual and noncontractual employees and he would like to see that at least carried through in this particular position. We have made some adjustments in the salary in the last couple years. We now require a Deputy should not be a penalty for the Tax Collector, who is doing an outstanding job for the town, but we need to address as a Board and the money has to come from that. He doesn't consider that an increase in the Tax Collector's salary. He feels the BoS should consider an increase in the salary line.

Mr. Cuetara asked how badly a Deputy is needed and to what extent would the Deputy be necessary. He questioned if the Town needs \$3,000.00 worth of a Deputy.

Ms. Landman asked Peggy if the Deputy worked one day a week. Peggy told the BoS that the Deputy covered sick days and vacation.

Mr. Cuetara asked approximately how much \$500.00? Peggy stated that it was hard to determine because the program just started. Mr. Cuetara asked for a yearly estimate.

Mr. Sullivan stated that it was a start up this year and it was a minimum of \$2,500.00 to cover the initial hiring and training. He stated that once we get into the tax season is when we are going to need both people or at least more help. A lot of money goes through the Tax Collector's office and it has peaks. The use of the Deputy's salary is up to the Tax Collector.

Ms. Landman stated that it was her opinion that elected officials don't necessarily get a COLA raise, and this is an additional \$3,000.00 for that line item.

Mr. Sullivan asked what figure we have been using for a COLA. Mr. Pardue stated that it was 3%. Mr. Sullivan made a motion to apply the town wide COLA of 3% to the line item for the Tax Collector's salary.

Ms. Landman was unsure.

Mr. Cuetara asked if Mr. Sullivan was looking at this as an equity thing. If an individual is working with other individuals, it would probably be equitable that we treat that person the same. Mr. Sullivan stated that that was his view. Mr. Cuetara seconded the motion.

VOTED: To apply a cost of living increase to the Tax Collector's salary. 3-0

Ms. Landman asked if that amount was what the Tax Collector was asking for. Mr. Sullivan stated that it wasn't quite the figure, but that at least it's recognizing the cost of living on an annual basis.

Mr. Pardue informed the BoS that the new figures for health and dental insurance have come in and the increase is 22.6%.

#### H. Review of Town Officials Access to NHMA

Mr. Sullivan stated that it was his understanding that some committee chairs were not happy with the current procedures regarding access to the New Hampshire Municipal Association.

Ms. Landman stated that she had requested that this be put on the agenda. She stated that when trying to draft warrant articles it is difficult with no access to the NHMA. She

stated that if the request was verbal you received an immediate answer, but that if you put the request in writing you had to wait for a written response and that it caused more work. Ms. Landman made a motion to reinstate Town Officials access to the NHMA instead of being required to go through the Town Administrator's Office.

Mr. Sullivan asked that the motion be amended to include the provision that the Town Administrator was to be copied with information received. Ms. Landman amended her motion. Mr. Cuetara seconded the motion.

VOTED: To reinstate Town Officials access to the NHMA with the provision that all information received be copied to the Town Administrator's Office. 3-0

Mr. Arena questioned why the information had to be sent to the Town Administrator's Office if it was contained in the minutes of the Board requesting the information. He stated that as long as it was documented it shouldn't be a problem.

Mr. Cuetara stated that this was a good point, but that the ultimate responsibility was the BoS and as a courtesy to the BoS the information should be sent to them.

Mr. Sullivan discussed a letter received from the Coalition Community Against Statewide Tax asking for a contribution for the fight against the statewide property tax. Mr. Sullivan asked Mr. Arena for his opinion on this and Mr. Arena stated that they were doing some good. Mr. Cuetara stated that he was ambivalent about it. He felt that the issue seemed to be resolving itself but that it's not going to go away. Ms. Landman questioned if they were asking for a particular amount. Mr. Sullivan stated that they were asking for \$3,000.00. Mr. Sullivan suggested that a contribution of \$1,000.00 might be satisfactory to keep us on the mailing list. Mr. Cuetara stated that he felt there was a dual purpose for paying the money, one is we help to support, the other is that we become another name on the list, which he felt wasn't bad.

Mr. Cuetara made a motion to contribute \$1,000.00 to the Coalition Community Against the Statewide Property Tax. Ms. Landman seconded the motion.

VOTED: To contribute \$1,000.00 to the Coalition Community. 3-0

Mr. Sullivan discussed Ms. Landman and Mr. Cuetara walking the entire route of Town lines between Hampton, Stratham, and North Hampton. Ms. Landman sent in a report and she tried to say how the lines were found so that in the future they will be able to find the lines easier. She noted that in one area there was no granite post just a pipe, that Hampton would replace that, and that it was in their minutes, so she feels that we should hold them to placing a marker on Ocean Boulevard/Rt. 1A. She also mentioned that on most of the granite posts it had the year engraved on it, so she felt that the post being put in on Ocean Boulevard would have 2003 engraved.

Mr. Cuetara also mentioned that there was no designated border between Hampton and North Hampton on Woodland Road.

## I. Questions/Comments Related to Above Topic Areas

Mr. Miller questioned the if the issue of the NHMA designated who could contact them. Ms. Landman stated that the policy was now that Town Officials (elected and appointed) can contact NHMA.

## III. Administration/Business

### A. Town Administrator's Report

Mr. Pardue made his report to the Board. Issues discussed were as follows:

1. Tax assessment certification is nearing conclusion. MS1 is complete and it should be received in Concord tomorrow. The tax rate will be set on the 3<sup>rd</sup> of December at 9 a.m.
2. The budget is nearly complete.
3. Warrant articles are drafted and ready to go to DRA for review and approval.
4. Mock Department of Labor survey was done last week through NHMA. It identifies areas that need to be improved upon. We are expecting that report fairly soon. With the exception of the highway department our other facilities did fairly well. We have a couple of areas that need attention right away, but again I don't believe that there are any "high ticket" areas.
5. We have a new public works department employee. The conditional offer has gone out to that person. Pending everything coming back fine they will be on board at least on probationary status on the 8<sup>th</sup> of December.
6. There is a blood drive coming up on 12/2 from 2-7. To be held at the Fire Department.
7. We are waiting for the audit report.

### B. Correspondence

Mr. Pardue presented a copy of a letter from Mr. and Mrs. Arcidiancono regarding a drop off by the Golf Practice Facility. There is concern that a guard rail should be placed along the steepest section of the slope to prevent accidents.

Mr. Sullivan stated that he agreed to have the road agent to look at this.

Ms. Landman asked that Mike respond to the Arcidiancono's and let them know that the highway department will look at that area.

### C. Approval of Minutes

#### i. November 10, 2003 Open Session

Ms. Landman made a motion to accept the minutes of November 10, 2003 Open Session as amended to correctly spell Mr. Cuetara's name correctly. Mr. Sullivan seconded the motion.

VOTED: To accept the Open Session minutes for November 10, 2003 as amended to correctly spell Mr. Cuetara's name. 2-0 Mr. Cuetara was not present for this meeting and thus abstained from voting.

#### ii. November 13, 2003 Open Session

Ms. Landman made a motion to accept the minutes of November 10, 2003 Open Session as amended. Mr. Sullivan stated that when it came to the Tax Collector's salary there was no motion, there was a consensus of opinion that we just leave it at a base. I didn't second any motion. Ms. Landman thought it was a motion. Mr. Cuetara stated that it wasn't a motion, that it was a consensus to look into it. Mr. Cuetara seconded the motion.

VOTED: To accept the Open Session minutes for November 13, 2003 as amended to correctly spell Mr. Cuetara's name and remove the mention of a motion by Ms. Landman to keep the salary of the Tax Collector at \$34,600.00. 3-0

#### iii. November 13, 2003 Non-Public Session as amended

VOTED: To accept the Non-Public Session minutes for November 13, 2003 as amended to correctly spell Mr. Cuetara's name. 3-0

### D. Veteran's Exemption

Five Veteran's Exemptions were presented and signed off.

### E. Elderly Exemption

One Elderly Exemption was presented and signed off.

### F. Payroll

Payroll was reviewed and signed off on.



#### G. Manifest

The manifest was signed off on.

#### IV. Adjournment

There being no further business to come before the Board in open session, Mr. Cuetara made the motion to adjourn the open session and move into Non-Public Session under RSA 91-A:3 II. Ms. Landman seconded the motion. The vote was unanimous and so moved. Open session adjourned at 8:45 p.m.

Respectfully Submitted,

NormaJean Fowler  
Recording Secretary